ELECTION INSPECTORS GUIDE
FOR
MODEL 100 OPTICAL SCAN – PRECINCT COUNT VOTING SYSTEM

A Quick Guide to the Procedures for Operating
The Voting Equipment in Your Precinct

Michigan Department of State
Bureau of Elections

March 2006

OPENING THE POLLS

1.)   Verify that the tabulator/scanner *serial* number and the scanner *seal* number agree with the Clerks' Preparation Certificate in the Poll Book. The *serial* number can be found on a tag at the rear of the scanner. The *seal* number is located on the front of the scanner, left side.

DO NOT REMOVE THE TABULATOR SEAL

2.)   Position the tabulator/scanner near an electrical outlet. In selecting a suitable location keep in mind that the secrecy of the ballots must be ensured. If not done by the Clerk position the scanner on top of the ballot box. Pass power cord thru cord channel and plug into outlet.

3.)   Verify that the tabulator/scanner is in proper working order; open key access panel, insert key and turn to "open/close polls" follow instructions on LCD panel. The required zero report will print.

DO NOT REMOVE THE ZERO REPORT TAPE AT THIS TIME

4.)   Proof the ballot by comparing all offices, candidates, proposals (if any) and voting instructions printed on the Zero Report against an official ballot and an instruction ballot. Close attention must be paid to the spelling of candidates' names. Also, **all totals must be zero** at this time. Sign the bottom of the Zero Report tape on the blank lines provided.

EXCEPTION: *It is acceptable for the order of the candidate names on the Zero Report to differ from the order of the names on the official ballot and instruction ballot.*

5.) Verify that all 3-ballot container compartments are empty. Lock all 3-compartment doors: Auxiliary Compartment (front), Write-in Compartment (right), Main Compartment (left).

6.) Turn key to the "vote" position and remove. The LCD status display window will indicate "insert ballot" and "number of voters :0". Close key access panel (key must be removed to close panel). If zero voters are not indicated on the LCD panel called the clerk, **before voters use the scanner.**

7.) All inspectors must sign the Election Inspectors Preparation Certificate.

**DO NOT ISSUE A BALLOT OR ATTEMPT TO TABULATE ANY BALLOTS
UNTIL THE OFFICIAL OPENING OF THE POLLS AT 7:00 A.M.**

IMMEDIATELY NOTIFY THE CLERK OF ANY PROBLEMS!

CLOSING THE POLLS

The polls officially close at 8:00 P.M. Any voter standing in line at 8:00 P.M. must be allowed to vote.

After all ballots have been tabulated, including absentee ballots (if counted in the precinct), and ballots that required duplication, complete the following steps:

1.) Compare the Public Counter total to the total number of voters who were issued a ballot according to the poll lists (Poll Book and completed Applications to Vote). These three numbers must agree. *If any discrepancies exist, enter an explanation on the Remarks Page of the Poll Book.*

2.) Open the key access panel of the tabulator/scanner, insert key and turn to "open/close polls". Follow instructions on the LCD panel to close polls and prints required reports.

3.) Check the following Totals Report items: TOTAL BALLOTS (this number should equal the Public Counter total and poll list totals).

Next, the total vote cast for each office, candidate, write-in position and Yes and No on proposals (if any) will print followed by a certification statement. Press the Print Totals button for additional copies. A <u>minimum</u> of 3 copies are needed for most elections. *All inspectors must sign the certification statement appearing at the end of each copy.*

4.)   All valid write-in votes are tallied on the Write-in Tally page in the Poll Book. Remove the ballots from the Write-in Compartment (middle). Visually inspect each ballot for the presence of **valid and invalid** write-in votes; these ballots will require additional processing. Refer to WRITE-IN VOTES (Validity Standards) in the WHAT IF'S section of this guide.

5.)   Complete the Statements of Votes; a minimum of three copies are needed for most elections. Prepare each copy as follows:

        a.)   Attach a signed Totals Report to each copy of the Statement of Votes.
        b.)   Enter the total write-in votes cast for each office and candidate by transferring this information from the Write-in Tally page in the Poll Book.
        c.)   Enter or attach the language of any proposals that appeared on the ballot.
        d.)   Record the number on the seal used to secure the approved ballot container in which all ballots used in the election and all un-used ballots have been placed. (Include special envelopes containing all Spoiled, Defective and Duplicated ballots.)
        e.)   Return each completed Statement of Votes as follows: #3 Envelope - 1 Statement of Votes with first (longest) Totals Report attached, #1 and #2 Envelopes - 1 Statement of Votes each with second and third copies of Totals Report attached.

6.)   Complete the Certificate of Election Inspectors in the back of the Poll Book. All inspectors that were present at the close of the polls must sign the certificate.

7.)   At the discretion of the clerk, you may be instructed to remove the scanner PC card from the scanner and deliver it to the clerk. Once removed from the scanner, the program must be sealed into an approved ballot container. The ballot container seal number must be recorded on the Certificate of Election Inspectors in the Poll Book and on the Ballot Container Certificate.

WHAT IF'S

The following "WHAT IF'S" scenarios and recommended actions represent exceptions to the general procedures that are carried out at the polls on election day. It is important to note that regardless of the situation, the **polls must remain open for voting**.

POWER OUTAGE -- – Most M100s used in the state have a battery back up which will engage whenever there is a power interruption. If your tabulator does not have a battery back up or if the power is off long enough to exhaust the battery power do the following. Unlock the Auxiliary Compartment (front). Continue issuing ballots; voted ballots are deposited into the Auxiliary Compartment by an election inspector. *Ballots deposited into the Auxiliary Compartment are not removed and tabulated until after 8:00 P.M.*

BALLOT MESSAGE—The tabulator/scanner will beep and display a message if a voters ballots is not accepted. The ballot will not be returned unless the return ballot button is pushed. The voter has the option of returning his or her ballot and being issued a replacement or using the accept button. *NOTE: When processing absent voter ballots, it will be necessary for the inspector to handle this situation. In this case, the identity of the voter of the ballot must be unknown.*

REJECTED BALLOT –The scanner will beep and display the error message in the LCD window, the ballot will not be returned to the voter until the return ballot button is pushed. If the ballot is returned to the voter do **not look at the voted ballot**. Ask the voter to cover the ballot with the secrecy sleeve. Read the error message and discreetly explain the reason for the rejection to the voter. Instruct the voter to inspect his/her ballot to verify the problem. Offer the voter a new ballot. Write Spoiled on the original ballot and in the remarks column next to the voter's name in the Poll Book. Record the new ballot # on the original Application to Vote and the original Poll Book entry. Instruct the voter to place the spoiled ballot into the special envelope. **If the voter is unwilling to re-vote and insists that the ballot be processed as is**, the error must be *overridden*. Push the accept ballot button after the ballots is re-inserted. Only properly cast votes will count. *NOTE: when processing absent voter ballots, an election inspector must verify the reason for rejection. When carrying out this responsibility, the identity of the voter of the ballot must be unknown.*

DEFECTIVE BALLOT -- Instruct the voter to place his or her secrecy envelope/sleeve over the voted ballot. It is important that the secrecy of the ballot be maintained; **do not look at the voted ballot**. Once the votes are concealed, you may approach the tabulator/scanner. Read the error message and discreetly explain the reason for the rejection to the voter. Apologize to the voter for the inconvenience and offer the voter a new ballot. Write "Defective" on the original ballot and in the remarks column in the Poll Book. Ask the voter to place the ballot into the special envelope. Issue a new ballot following the spoiled ballot procedure. **If the voter is unwilling to re-vote**, open the Auxiliary Compartment (front) and deposit the ballot inside. Assure the voter that his/her votes will be counted. (*The ballot will be duplicated after 8:00 P.M.*) *NOTE: when processing absent voter ballots, an election inspector must verify the reason for rejection. When carrying out this responsibility, the identity of the voter of the ballot must be unknown.*

WRITE-IN VOTES (Validity Standards) -- *Write-in votes are not processed or tallied until after 8:00 P.M.* The following validity standards and procedures must be adhered to *for each office* in which a write-in vote is cast.

Step 1. Determine if the write-in vote is **valid**. To be valid the voter must have: (A) written in, or affixed by means of a sticker, in the blank space provided for this purpose, the *name of a candidate that has officially declared his or her intent to seek the office as a write-in candidate* (your clerk will provide you with a list of the declared write-in candidates and the office(s) under which each such candidate may receive write-in votes) *and* (B)

cast the vote by completing the corresponding arrow. NOTE: While a write-in vote that is cast for an individual who is not a declared write-in candidate under a particular office *and* a write-in vote that is cast for a candidate whose name is already printed on the ballot under the same office is *invalid*, it <u>may</u> require special handling; refer to SPECIAL HANDLING instructions below.

<u>If standard (A) *and* (B) above are met</u>, the write-in vote is **valid**; proceed to Step 2.
<u>If standard (A) above is met but standard (B) *is not*</u>, the write-in vote is **invalid**. If this is the *only office* under which write-in votes were cast, return the ballot with those that do not contain write-in votes. However, if *on the same ballot one or more additional offices contain write-in votes,* this procedure, beginning with Step 1 above, must be repeated for *each office* involved.

Step 2. Determine if the *valid* write-in vote caused an **over vote**. An over vote results when the number of valid write-in votes cast, *combined* with the number of votes cast for candidates whose names are printed on the ballot, *exceed the maximum number of valid votes allowed* for the office.

NOTE: If the valid write-in vote was cast for a *partisan office* and the election is a *general election,* Straight Party votes are <u>not considered</u> when determining if an office is **over voted**. (A Straight Party vote is cast by the voter completing <u>one</u> of the arrows in the Straight Party Ticket section of the ballot (first section of ballot.))

Step 3. If the election is a *partisan primary* <u>and</u> the valid write-in vote was cast for a *partisan office,* determine if the valid write-in vote caused a **cross-over vote**. A cross-over vote results when valid votes are cast in *more than one party column*.

<u>If the valid write-in vote *caused* an over vote or *is affected* by a cross-over vote</u>, *do not* tally the vote on the Write-in Tally page in the Poll Book; return the ballot with those which did not contain a write-in vote. If *one or more additional offices contain a write-in vote,* these same procedures, beginning with Step 1 above, must be repeated for *each office* involved.

<u>If the valid write-in vote *did not* cause an over vote **and** is *not affected* by a cross-over vote</u>, tally the vote on the Write-in Tally page in the Poll Book. If *one or more additional offices contain a write-in vote,* these same procedures, beginning with Step 1 above, must be repeated for *each office* involved.

*Remember, only **valid** write-in votes **that met the above standards** are tallied on the Write-In Tally page in the Poll Book*; the total number of valid write-in votes are then transferred to the Statements of Votes. A candidates' name must be recorded as entered by the voter; a separate record is made for each variation used, eg: Bob Smith, Trustee, 3 votes – Robert Smith, Trustee, 2 votes – Mr. Smith, Trustee, 6 votes.

SPECIAL HANDLING -- If a write-in vote is cast for an individual who is not a Declared write-in candidate for that office, including a candidate whose *name is already printed on the ballot for the same office,* it is *invalid* and is not tallied in the Poll Book. If the *invalid* write-in vote is the *only vote cast* for the office, additional special handling is not required; return the ballot with those that did not contain a write-in vote. However, if in addition to the *invalid* write-in vote the voter cast *one or more* votes for the same candidate(s) and/or other candidates on the ballot for the *same office*, or, if at a *general election*, cast a Straight Party vote by completing the arrow at the top of the same party column that the write-in vote appears in, any additional vote(s) for the same office may be valid; proceed to Step 1 *below*.

Step 1. Determine if the office is **over voted**. *Do not consider any invalid write-in votes when making this determination*. An over vote results when the number of valid votes cast for an office, minus any invalid write-in votes, exceed the total number of votes allowed for the office.

Step 2. If the election is a *partisan primary,* also determine if the partisan section of the ballot is **cross-over voted**. *Do not consider any invalid write-in votes when making this determination*. A cross-over vote results when valid votes, minus any invalid write-in votes, are cast within the partisan section of the ballot in *more than one party column.*

If the office *is over voted* **or** the votes cast for the office *are affected* by a *cross-over vote*, the votes are *invalid*; return the ballot with those that did not contain a write-in vote. Exception - If *one or more additional offices on the same ballot contain a write-in vote,* these same procedures, beginning with Step 1 (WRITE-IN VOTES (Validity Standards)) above, must be repeated for *each office* involved.

If the office *is not* over voted **and** the votes cast for the office **are *not affected*** by a *cross-over vote*, the votes cast for the candidate(s) under the office must be *manually added* to the total vote received by the candidate(s); the Totals Tapes must be corrected. Procedures for Correcting Vote Total(s): DO NOT duplicate or re-tabulate the ballot! Instead, *since the polls are closed and the Totals Tapes have already been printed, **each copy** of the Totals Tape must be manually corrected*. To make the correction, locate the office(s) involved on the Totals Tape. (It is recommended that one tape be corrected at a time.) Next, locate the name of the candidate(s) who is entitled to receive the additional vote; then in ink, next to the name of each candidate(s) involved, write +1 and the new corrected vote total. *Make this same correction on all remaining Totals Tape copies*. Double-check each correction for accuracy!

If ***one or more*** additional offices on the same ballot contain a write-in vote, these same procedures, beginning with Step 1 (WRITE-IN VOTES (Validity Standards)) above, must be repeated for *each office* involved. If ***no*** additional offices on the same ballot contain a write-in vote, return the ballot with those that *did not* contain a write-in vote.

BALLOTS REQUIRING DUPLICATION -- *Ballot duplications are not made until after 8:00 P.M*. A ballot must be duplicated if it falls into one of the following three categories: (1) **Defective** and the voter was un-willing to re-vote, (2) **During a power outage** the ballot was voted using a marking tool that the tabulator does not recognize or the voter attempted to correct the ballot by crossing out or erasing markings, or (3) *If absent voter ballots are being processed*, an **absent voter ballot** was voted using an improper marking tool or that the voter attempted to correct the ballot by crossing out or erasing. Complete the following steps:

1.)   Remove all ballots from the Auxiliary Compartment (front). Separate the ballots marked Defective from the other ballots. Attempt to tabulate each ballot in the other category. Some ballots may be accepted by the tabulator and will not require duplication. This will apply to properly voted ballots placed in the Auxiliary Compartment during a power outage. **Verify <u>all</u> error messages**. <u>If the condition described in the error message actually exists</u> (ballot is un-voted (blank), over voted or cross-over voted) the error must be *overridden*. Push the Accept button; the tabulator will accept the ballot and the Public Counter will increase by one. (Note: Only properly cast votes will count.)   <u>If the condition described in the error message does not exist</u> but instead resulted from an improper marking tool being used or an attempt by the voter to correct the ballot by crossing out or erasing markings, the ballot must be duplicated along with any Defective ballots.

2.)   Count out a number of unused ballots equal to the number of ballots to be duplicated. At the top of the first ballot to be duplicated write 1 and at top of the replacement ballot write Dup 1.   Follow this same numbering system for the remaining ballots, eg: 2 - Dup 2, 3 - Dup 3.

3)   Use a reader-checker process with 2 inspectors of differing political party preference. One inspector calls the votes from the original ballot as the second inspector records the votes to the duplicate ballot. Always double-check your work. Following "DETERMINING THE VALIDITY OF MODEL 100 BALLOT MARKINGS," record all valid ballot markings to the duplicate being prepared even if the original ballot is over voted and/or cross-over voted, or marks appear in write-in positions where no names are written in.

4.)   Tabulate each duplicate; follow the override procedures described above as necessary to process over voted or cross-over voted ballots.

DETERMINING THE VALIDITY OF MODEL 100 BALLOT MARKINGS

While Michigan is not a "voter intent" state, on occasion, it will be the responsibility of boards of election inspectors to rule on the validity of ballot markings. Such rulings will be necessary when absent voter ballots are being processed and when the board is required to duplicate defective ballots. The following standards are provided to assist election inspectors determine the validity of votes cast on M100 ballots. It merits emphasis that the proper way to indicate a vote on an optical scan ballot is to make a mark **within the "target area" designated for casting a vote**. Thus, any markings that are inconsistent with this standard are <u>not</u> counted as votes.

Valid Model 100 Ballot Markings

STANDARD: There is a mark within the "target area" designated for casting a vote and (if applicable) the mark is consistent with other marks made on the same ballot.

Invalid Model 100 Ballot Markings

STANDARD: There is no mark within the "target area" designated for casting a vote or (if applicable) there is a mark within the "target area" but it is inconsistent with the other marks made on the same ballot.
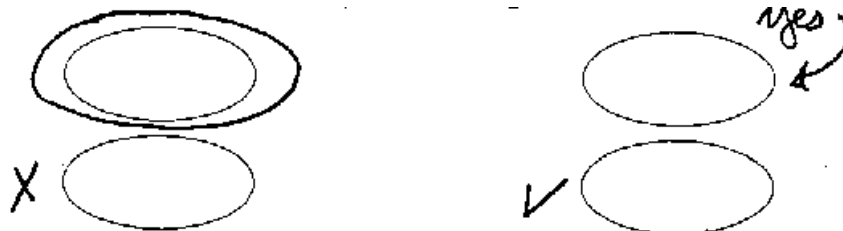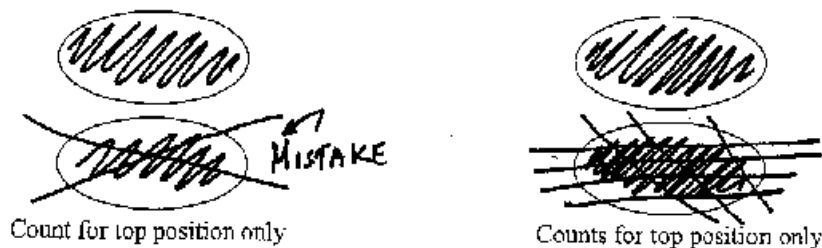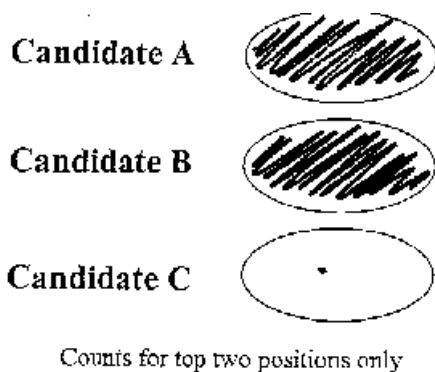
False Reads

Marks made inadvertently on a ballot may be mistaken for votes by the tabulator. When these inadvertent marks are read as votes by the tabulator they are referred to as "False Reads". Attempted corrections and stray marks are the two most common causes of false reads. When an AV ballot is rejected because of a false read, the ballot will need to be duplicated, eliminating the correction or stray mark.

Attempted corrections

Count for top position only

Counts for top position only

Stray Marks

Counts for top two positions only

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BALLOT SECURITY

Under the Rules for Electronic Voting Systems, all ballots and programs (Memory Cartridges/Prom Packs, if removed from the tabulator) used in the election must be sealed into an approved ballot container where they will remain for 30 days after the official canvas and certification of the election results. The security period may be extended if a recount is in progress; a defect in the ballot or ballot count programming or equipment is being investigated, if ordered by the court, or if prescribed by the Secretary of State. This final responsibility must be carried out by two election inspectors of different party affiliations and attested to in writing in the Poll Book, Statements of Votes and Ballot Container Certificate. The following examples are provided to demonstrate the proper method for sealing a ballot container.

Proper Method for Sealing Ballot Container

Double Seal
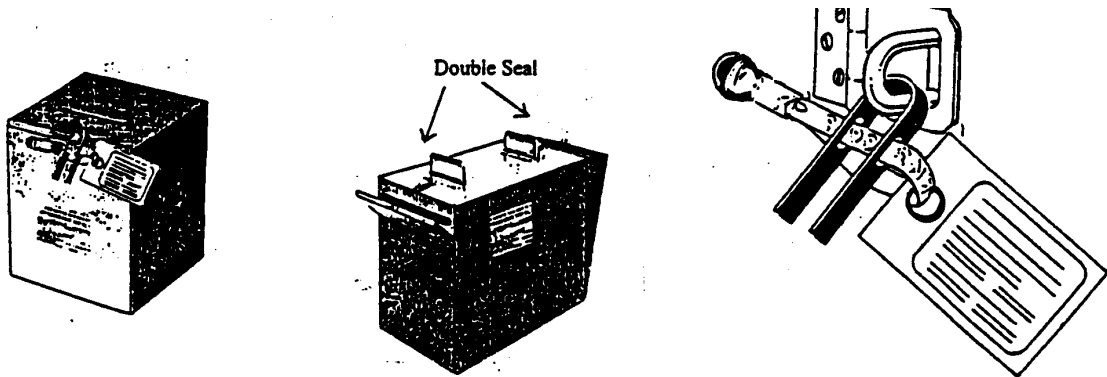
Improper Method for Sealing Ballot Container
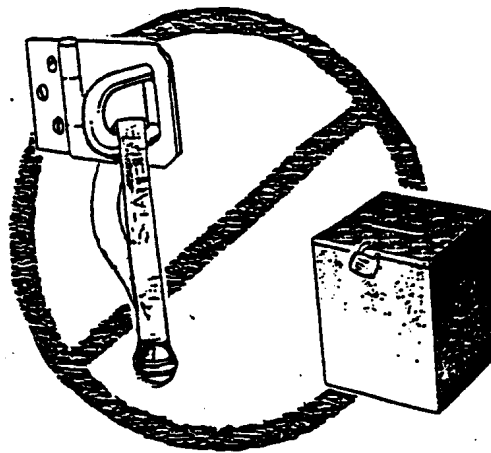
NOTE: **A ballot bag is <u>not</u> an approved ballot container**. If instructed by your clerk, ballots may be sealed into a ballot bag; however, the bag must then be sealed into an approved ballot container as demonstrated above. **A pad lock is not an approved seal**.